

**Summary of the
NELAC Board of Directors Teleconference
July 18, 1997**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) convened by teleconference on Friday, July 18, 1997, 1:30 - 3:30 p.m. EDT. The meeting was led by its chair, Dr. Eldert C. Hartwig, Jr., of the FL Department of Health using the agenda distributed prior to the meeting. A list of action items is provided in Attachment A. A list of participants is given in Attachment B.

Approval of Minutes of July 11, 1997, Meeting

The draft minutes of the previous meeting, which had been distributed earlier, were approved with editorial corrections.

Preparations for NELAC III

Ms. Sue Phillips, of the Texas Natural Resource Conservation Commission who is co-sponsor with EPA of the Third NELAC Annual Meeting (NELAC III), reviewed the progress of preparations for NELAC III at the Wyndham Anatole in Dallas, TX on July 29-31, 1997. She indicated that 200 NELAC registrations have been received, with indications that there will be more than paid 250 registrants. She also reviewed the planned contents of the registrants' packet for the Board and arrangements for transportation from the airport to the Wyndham Anatole.

PT Chapter Proposal from EMMC Panel

Mr. Ted Coopwood reviewed the recent joint meeting of the NELAC Proficiency Testing Committee and the EPA Environmental Measurement Monitoring Council's (EMMC) Laboratory Accreditation Panel. In summary, the EMMC Panel is concerned that the chapter does not currently meet the needs of EPA's National Program Offices. These concerns, and suggested alterations to Chapter 2, were transmitted in a memorandum to Ms. Andrea Jirka, Chair of the NELAC Proficiency Testing (PT) committee. Copies of this memorandum were distributed to the Board prior to the meeting. Several options for the PT committee to proceed, and their implications, were discussed.

Effectively, the options reduced to either presenting a modified Chapter 2 for voting, with language clarifying that these standards will not be implemented until October 1998, or else withdrawing the Chapter from voting during NELAC III. Following discussion of various options, the Board concurred that a viable response might be to consider wording supplied by the EMMC Panel regarding the status of this Standard for the interim period.

Considering the urgency of this issue, and the fact that several Board members could not participate in this meeting, Dr. Hartwig asked for options for scheduling additional Board meetings for next week, prior to the scheduled EMMC meeting on July 23. As a result, another meeting of this Board was scheduled for Monday, July 21; Mr. Coopwood arranged for a conference line and he and Ms. Mourrain will make all due efforts to contact absent Board

members, briefing them on this issue and urging them to participate. Additional options were discussed, to be considered based on developments in the next few days.

GLP Report and NELAC Response Process

The report of the Environmental Laboratory Advisory Board (ELAB) GLP Subcommittee prepared for presentation at the July 28, 1997 meeting of ELAB was supplied to Board members for their information. A brief discussion of this report, with reference to the interim report presented at the Second NELAC Interim Meeting, ensued. No action was taken.

Other Business

The Board discussed a letter from Dr. Peter Rogerson, of the US Department of the Interior, US Geologic Survey, requesting that NELAC request States to waive fees for reciprocal certification of certain USGS laboratories. Following discussion of this request, it was noted that EPA personnel are disallowed, by law, from participating on committees or boards addressing fiduciary issues. As a result, the Program Policy and Structure committee will propose at NELAC III a revision to the NELAC Constitution and Bylaws removing all reference to fees. Dr. Hartwig will draft an appropriate response to Dr. Rogerson's request.

Next Teleconference

The next scheduled teleconference of this Board is July 21, 1997 at 10:00 am EDT.

ACTION ITEMS
Board of Directors Teleconference
July 18, 1997

Item No.	ACTION	Date Completed
1	Ms. Mourrain and Mr. Coopwood will ensure that all Board members are contacted and informed of the meeting scheduled for July 21 at 10am.	
2	Dr. Hartwig will draft a response to Dr. Rogerson's letter.	

**LIST OF PARTICIPANTS
Board of Directors Teleconference
July 18, 1997**

Name	Affiliation	Phone Numbers
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